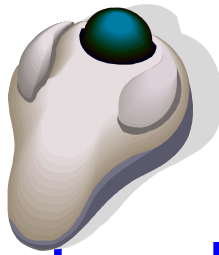# *Click n' Drag*
(Working with the computer & mouse in MS Word)

Loudoun Workforce Resource Center

Lawrence Bortey, Instructor

Class Exercise

1. Access class material (*Click n' Drag class*) on Internet
   - Move the mouse cursor to the *Internet Explorer* (large E) icon on desktop
   - Double-click (**Click n' Release** twice) on the icon to open
   - The Loudoun County web site opens on default.
   - On the web address, type in *www.loudoun.gov/wrc*
   - Move the mouse cursor down to *C.E.R.T* and double-click.
   - Move the mouse cursor to *CD1* and double-click to open
   - Move the mouse cursor to the *Click n' Drag presentation* and double-click to open.

Class Exercise

2. Resize an Application window (*PowerPoint*) – using the mouse

- *Move* the mouse cursor to the *title bar*, upper right corner and click the middle *(Restore down)* button.

- *Click n' Hold* on *title bar* and drag the upper left corner of the application window to the upper left corner of the screen

- *Move* the mouse cursor to lower right corner, adjusting the cursor until you see a *double arrow* pointing diagonally

- *Click n' Hold* and then move the *double arrow* diagonally toward the bottom middle of the screen.

- Practice advancing the presentation by moving the mouse cursor to the scroll bar on the right and single click inside the scroll bar channel. [Clicking below the scroll bar button advances the presentation; clicking above the scroll bar button returns to the previous slide.]

Computers – Hardware
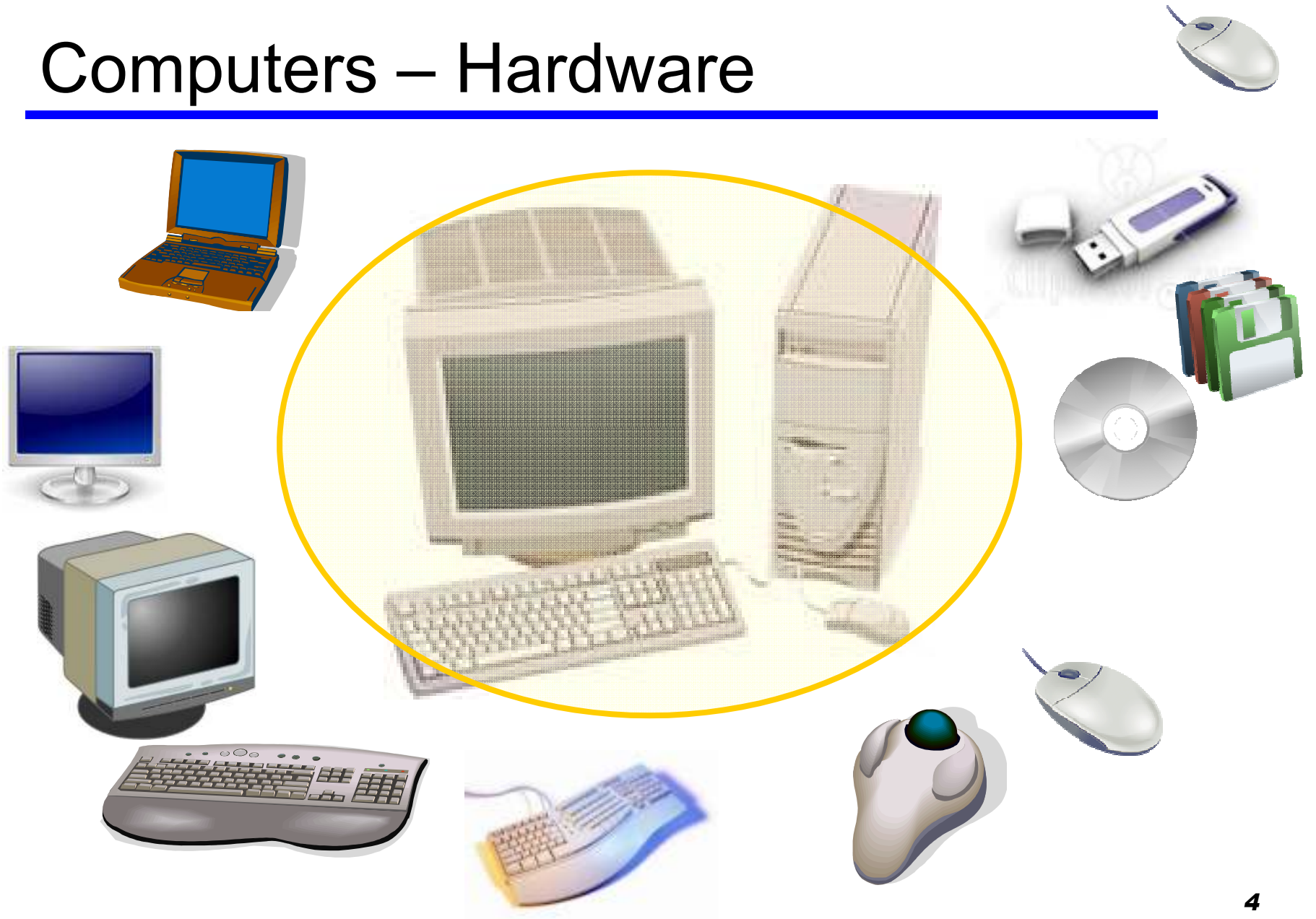
Computers – Software

Operating Systems *(manages the computer operations)*

Windows XP; Vista; Windows 7; OS X; Linux

Application Programs *(performs specific tasks)*

Office 2007: Word, Excel, PowerPoint, Access
Pictures: Photoshop, Adobe illustrator
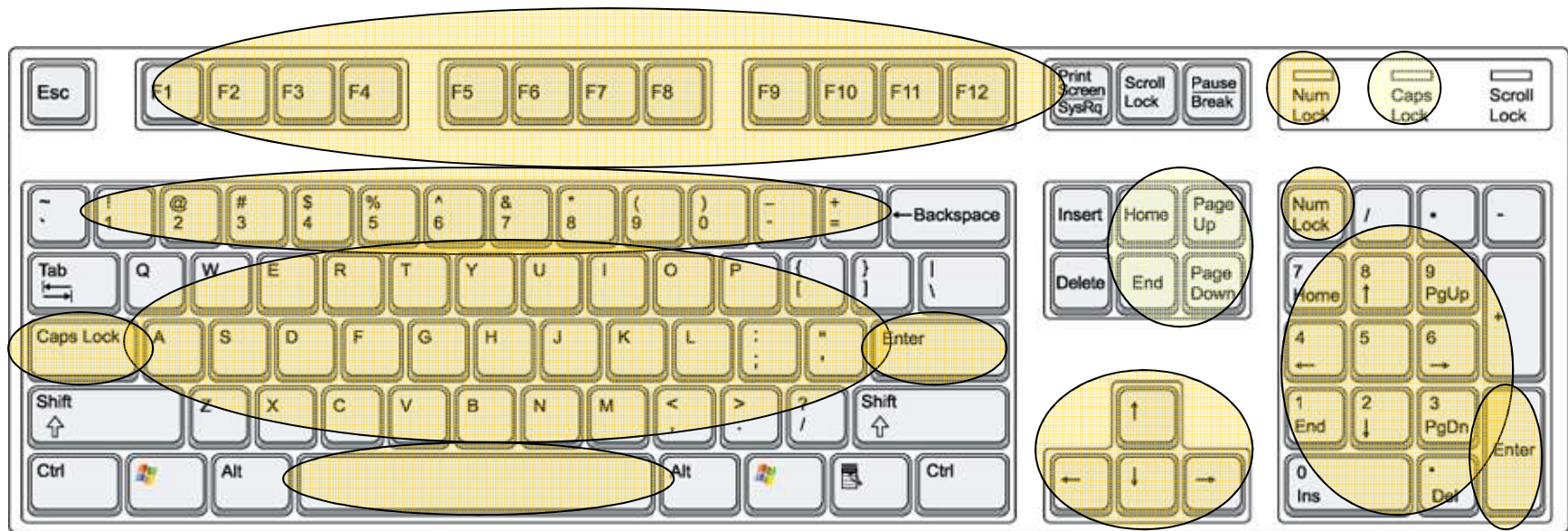**_Email_**: HotMail, gmail, MS Outlook
Taxes: TurboTax; H&R Block; TaxAct
Games: Solitaire; Sims, WarCraft

User Documents *(outputs of application programs)*

Letters; reports; budgets; photos; drawings; briefings; tax filings;
game scores; databases; family trees; recipe files

Computer keyboard

Concepts for using "mouse"

- **Purpose** – to position yourself on the desktop window or your document to where you want to do something.

- **Physical Design:**
  - Left button – for most functions
  - Right button for special functions
  - Scroll Wheel – for moving up and down the screen quickly

- **Cursors**:
  - Document cursor – blinking vertical line |
  - Mouse cursor – arrow pointing left ↖ or capital I

Concepts for using "mouse"

- ***Click*** or ***Click n' Release*** – push button down and release

- ***Click n' Hold*** – push button down and keep it down

- ***Click n' Drag*** – push button down and hold it down while moving the mouse across the screen

- ***Double Click*** – without moving the mouse, push button down, release, button down 2nd time and release again

- ***Triple Click*** – without moving the mouse, push button down, release, push button down 2nd time, release, button down 3rd time and release again

Concepts for using "mouse"

- To *move* document *cursor* to a new position:
  1. *Move* mouse cursor to new position
  2. *Click n' Release*

- To *highlight* one *character* or a group of characters:
  1. *Click n' Hold* at cursor position
  2. *Drag* mouse in direction of characters to be highlighted
  3. *Release* button on mouse

- To *highlight* one *word* – *Click n' Release* 2 times on word.

- To *highlight* one *paragraph* – *Click n' Release* 3 times on any word in sentence.
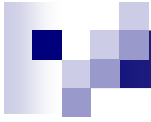
Class Exercise

Create and name a Folder.

1. Move the mouse cursor to an open area on desktop.

2. Click on Right button

3. Move cursor down to New and over to Folder and single click

4. Label the folder by typing your first name.

Class Exercise

Open a new MS Word document

1. *Move* mouse cursor to green *START* button and single click

2. *Move* mouse cursor up to *Programs*, right to *Microsoft Office*, right to *Microsoft Word* and single click to open a new document.

3. *Type* you name

4. *Move* mouse cursor to the *Microsoft Office button* (upper left corner)

5. Click once and move the mouse cursor down to *Save As*.

6. Click the up one level button to show *desktop*

7. Click on your folder to *open* the folder for saving the document in your folder.

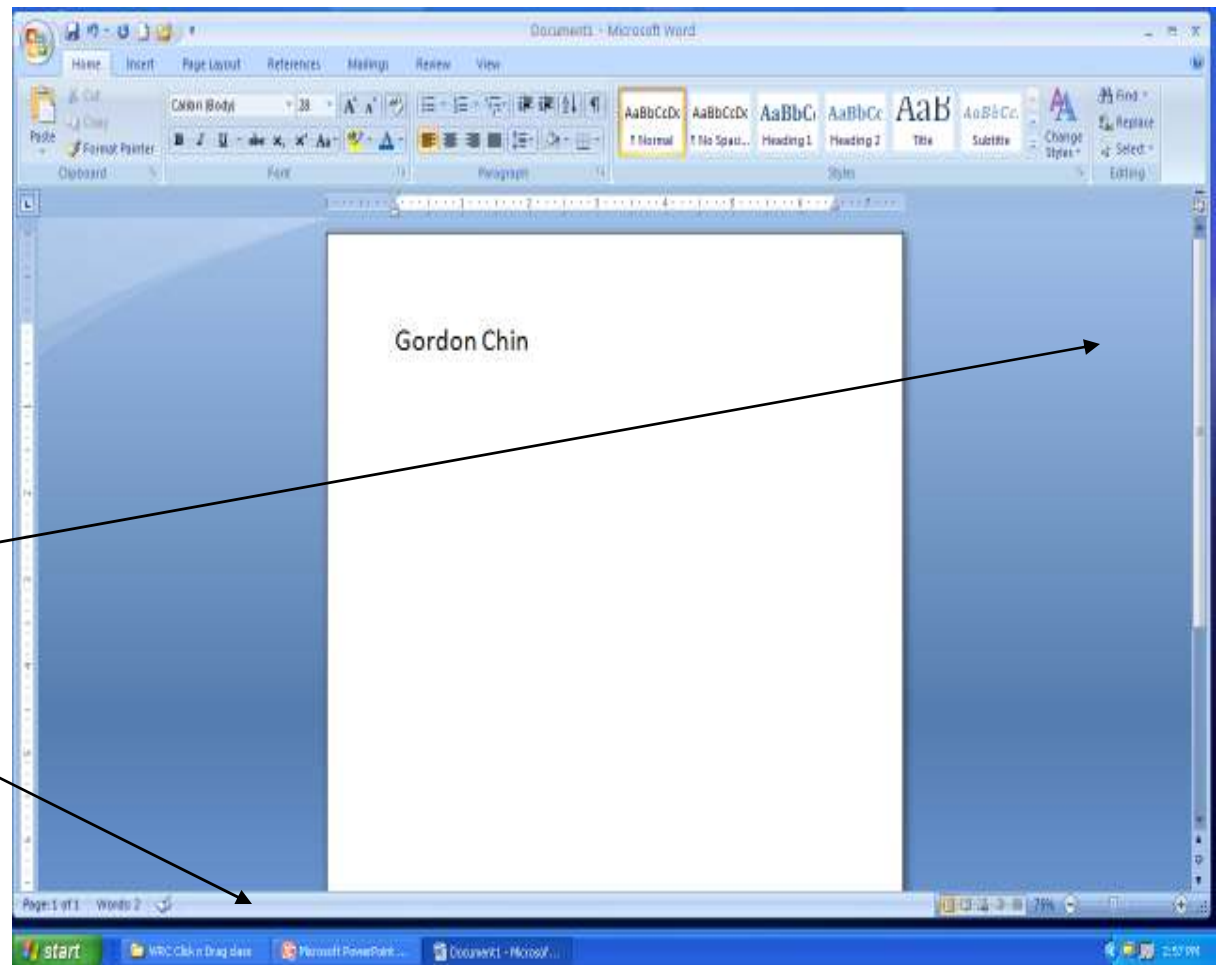8. Click on the *Save* button to save the document.

MS Office – *MS Word*

Title bar

Shortcuts

Office button

Menu bar

Ribbon bar
(Tool)

Application
window

Scroll bars

Status bar

Gordon Chin

Concepts for using a "mouse"

Click n' Drag technique

To do anything with the words on a document, you first have to *highlight* those words:

- To capture or highlight text:
    1. *Move* mouse cursor to one end of the text that you want to highlight
    2. Then *Click n' Hold* dragging the mouse over the text that you want. You are not restricted to moving left and right, you can also go diagonally.
    3. Release the mouse

- To *move* highlighted text on a document:
    1. Move the cursor to anywhere on the highlighted text
    2. *Click n' Hold* highlighted text
    3. *Drag mouse* to new location
    4. *Release* mouse button

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Concepts for using "mouse"

Cut n' Paste technique

- To *cut* highlight text from a document:
    1. *Move* mouse cursor to *Scissors* symbol in upper left corner
    2. *Click n' Release* (this puts the deleted text on a temporary clipboard for future pasting)

- To *paste* previously highlighted text (now on clipboard):
    1. *Move* mouse cursor to new location
    2. *Click n' Release* to set that as new cursor location
    3. *Move* mouse cursor to *Paste* symbol in upper left corner
    4. *Click n' Release* (clipboard text will be pasted at document cursor location)

    Note: Paste can be used repeatedly, but clipboard only holds the last item cut with scissors.
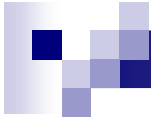
Class Exercise - *To Do List*

1. Open Click n' Drag folder; open To Do List

2. Use Click n' Drag technique to move items to appropriate section

3. Use Cut n' Paste technique to move sets of items to appropriate section

4. Setting bullets and numeric lists

5. Formatting text
    *   font type,
    *   color,
    *   alignments

Class Exercise - *American Red Cross*

1. Open **Click 'n Drag** folder

2. Open document "**American Red Cross**"

3. Use **Save as** to save in your folder

4. Type your name

5. Insert today's date

6. Use **Click n' Drag** to move each item to appropriate sections

Student Homework – *Click 'n Drag*
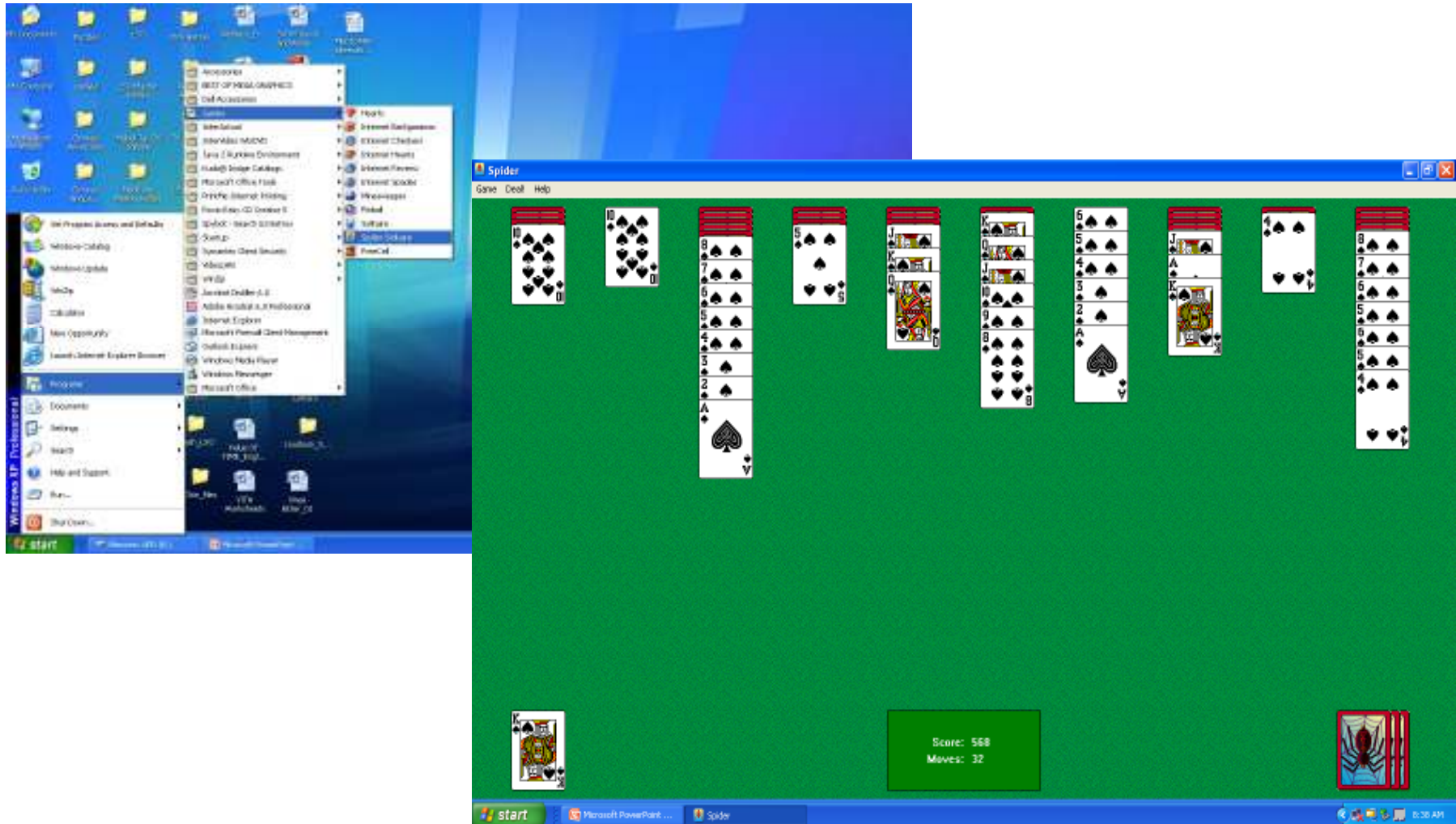
Student Homework – *Click 'n Drag*

Robert   Janet   Tom   Sam   Richard   Marie

Albert   Connie   Ann   Ben   Donna   Frank

Gordon   Harry   Helen   Victor William   Susie

•

•

BOYS	GIRLS

Student Homework – *Cut 'n Paste*

Replace:

Teh *with* The
Two *with* to
Bush *with* Obama
Four *with* for

Teh $3.8 trillion budget blueprint President *Bush* plans *two* submit *two* Congress on Monday calls . . .

Two put people back to work, *Bush* proposes two spend about $100 billion immediately on a jobs bill that would include tax cuts *four* small businesses, social-safety-net programs, and . . .

Despite those efforts, *teh* White House expects *teh* annual gap between spending and revenue *two* approach a record $1.6 trillion this year as *teh* government continues *two* . . .

Practice! Practice! Practice!

Questions?